

## Summary Worksheet for Food Service Cost Allocations

Item to be Allocated	Allocation Method	Allocation Factors	Reimbursement Claim		*
			Item 24	Item 25	
Maintenance and Operations	Work Order	Work Orders last year \$19,200	\$19,200		
Custodial Services	Time	2 hours x 10 schools x 60 days x \$10.75/hr	\$12,900		
Data Processing	Time	45 hrs/yr x \$27/hr	\$1,215		
Insurance	Time-Floor	\$9,000 for year x 25% time x 3% floor		\$68	
Utilities	Time-Floor	\$30,000 for year x 100% time x 2% floor		\$600	
Office Supplies	Quantity - Consumed	\$4,800/year x 5%		\$240	
Custodial Supplies	Quantity - Consumed	\$2,100/year x 3%		\$63	
Purchasing Office	Number of Transactions	\$8,100/year x 24%		\$1,944	
Accounts Payable	Number of Transactions	\$7,400/year x 30%		\$2,220	
Payroll Processing	Number of Employees	\$9,600/year x 13%		\$1,248	
Totals			\$33,315	\$6,383	

\* Check if not paid by Food Services

***Do not submit this worksheet with your claim***

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